Stay in the loop by subscribing to text and/or email alerts and schedules for all University athletic teams and school events. Follow directions below. The EventLink app is also available in the app store.

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eventlink™

eventlink.com

How to create an account

1. Go to eventlink.com and click

[create account]

2. Add Schools
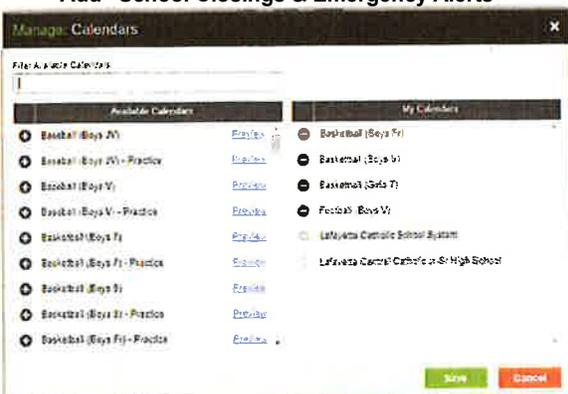There are several University High Schools. Our zipcode is 46032.

3. Add Notification Contact Points

My Contacts:		Add Contact
	Nickname	Address/Number
☰ ▾ Cell Phone		7657004444
☰ ▾ Email		email@eventlink.com

4. Add Calendars
Be sure to add a text number if you want emergency texts.

- Click "My Calendars"
- Click "Manage My Calendars"
  Add "School Closings & Emergency Alerts"

Manage: Calendars ✕

Filter Available Calendars

Available Calendars		My Calendars
○ Baseball (Boys JV)	Preview	● Basketball (Boys Fr)
○ Baseball (Boys JV) - Practice	Preview	● Basketball (Boys Jr)
○ Baseball (Boys V)	Preview	● Basketball (Girls 7)
○ Baseball (Boys V) - Practice	Preview	● Football (Boys V)
○ Basketball (Boys Fr)	Preview	☐ Lafayette Catholic School System
○ Basketball (Boys Fr) - Practice	Preview	☐ Lafayette Central Catholic Jr-Sr High School
○ Basketball (Boys Jr)	Preview	
○ Basketball (Boys Jr) - Practice	Preview	
○ Basketball (Boys Fr) - Practice	Preview	

[Save] [Cancel]

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eventlink™

eventlink.com

Stay up-to-date with Eventlink™ – the official calendar for academic, athletic, and extracurricular events.

STUDENTS AND PARENTS

Create your account, select the calendars of **ONLY** the teams, clubs, and activities **YOU** wish to know about. Eventlink will do the rest. You will receive a *Daily Event Summary* email every morning of **ONLY** the events you choose to know about. Also, receive notifications of changes and announcements via text message *and* email.

eventlink™   March 22, 2018

Reminder of your events scheduled for today

To: Amanda

Central Jr.-Sr. High School

All Day Blood Drive
Location: Gym 2

8:15 AM - 8:35 AM SLAM Mentor Groups

11:54 AM - 12:39 PM Project Discovery-Michelle Ellerman
Location: Conference Room - SKHS

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Eventlink is the school online calendar that feeds the website both athletic and general calendar events. You can go to the UHS website to see updated calendar information. You can also create a personal calendar and have it feed into whatever calendar program you normally use, such as Apple or Google calendars. Individual classes have their own calendars, which generally are on MyBackPack. Notes below outline how to synchronize with Apple and Google Calendar. Some details may vary depending on the device and OS version you are using, but the basic procedure is the same. Please contact Dave Vesper at dvesper@universityhighschool.org with any questions or a need for assistance.

Make the calendars that you want in Eventlink

- Go to www.Eventlink.com and click on "Create Account" in the upper right-hand corner. As you make your account, please note that there are several "University High Schools'. UHS is in zipcode 46032.
- Subscribe to any calendars that you like.

Notifications / Alerts

One feature of Eventlink is that it allows University High School to send text message and/or email notifications in the event of a school closing or other emergency event. To sign up for text message notifications, there are two important steps to take when creating your Eventlink account.

- Add a contact telephone number under "Add Contacts" when setting up your account. (If you'd prefer to have an email notification, add your email address.) Activate all email addresses and telephone numbers.
- Subscribe to the "School Closings & Emergency Alerts" calendar feed.

Get URLs for calendars that you want to import into other calendar programs

- If you want to import just one big calendar, click on My Calendars and pick Export All Calendars, and copy this URL. Then add it to your calendar software, per below.
- If you want a few separate calendars, right click a calendar, pick Export, and copy the URL that is shown, and paste this URL into your calendar system, per below. You may want to do this if you want, for instance, one sport to be a different color than the rest.
- Repeat, getting and pasting the URLs for each calendar you have made

How to add to Apple Calendar

- Go to **Apple Calendar, File, New Calendar Subscription**, and paste in the URL from Eventlink.
- You can then change the color of the calendar and the refresh rate. Click on Calendars in the upper-left, then right click on the calendar and Get Info. You can set the color and refresh rate here. A refresh rate of 15 minutes is good. This means that every 15 minutes the calendar will check Eventlink for changes.

How to add to Google Calendar

- Go to **Google Calendar,** go to **Add a coworker's calendar**, and select **Add by URL.** Paste in the URL from Eventlink.